

AGENDA

1. Call to Order
2. Minutes of June 4, 2024
3. Hearing of Visitors
 - A. Debra Gogno
4. Reports of Boards & Commissions
 - A. Engineer Report
 - Sunnyside HOA Stormwater Repair
 - Codification update
 1. Solar Ordinance
 2. Fee-In-Lieu SALDO Amendment and Fee Resolution
 - Seiders Hill Ph 3
 1. Sewage Facilities Planning Module Component 3
 - B. Roadmaster Report
 - Monthly work report
 - Briar Arch Tree Removal
 - C. Solicitor Report
 - Seiders Hill Ph 3
 - D. Treasurer Report
 - Township Balance Sheets & Approval of Bills
 - E. BMRC Report
 - F. COG Report
 - G. Haven Area Unified Report
5. New Business
 - A. Supervisor Meetings
 - September & October
 - B. Municipal Garage HVAC
 - C. Hubric Resources Proposal
 - Employee Handbook
6. Unfinished Business
 - A. Appointment to Board Vacancy
7. Correspondence
8. Executive Session for personnel/litigation/real estate matters
9. Actions, if any, on personnel/litigation/real estate matters
10. Hearing of Visitors
11. ADJOURNMENT

CALL TO ORDER

The North Manheim Township Board of Supervisors of 303 Manheim Road, Pottsville, PA held their monthly meeting on July 2, 2024, at 7:00 p.m. at the Township Municipal Building, 303 Manheim Road, Pottsville, PA. Board members attending were Wayne Bowen, William P. Webber and William G. Searle. Also attending were Tami M. Stump - Secretary, Mark Koch - Solicitor, Steve Moyer - Engineer, and William Spotts - Roadmaster. The meeting was called to order at 7:00 p.m.

MINUTES

William P. Webber made a motion to approve the minutes of the meeting held June 4, 2024; seconded by William G. Searle III.

NORTH MANHEIM TOWNSHIP
BOARD OF SUPERVISORS

July 2, 2024
7:00 p.m.

HEARING OF VISITORS

Deb Gogno

Mrs. Gogno requested an update on the Crackerjacks Firework event and was informed that they will have a representative attend the August 2024 Board of Supervisors meeting.

Bill Fetherolf

Mr. Fetherolf inquired to see if the Board was still looking for funding to replace the Antique Lane Bridge. There was a brief discussion with the Board informing Mr. Fetherolf, that while they will continue to look for funding opportunities, they have shifted their focus to the Meadow Drive Bridge replacement due to the volume of traffic that utilizes it and do not anticipate the Antique Lane Bridge being replaced in the near future.

ENGINEERING REPORT

Steve Moyer reviewed the Engineer Report and updated the complaint status with the Board.

Sunnyside HOA Stormwater

SDE updated the Board that there are one remaining item to be completed and presented Payment Allocation one in the amount of \$20,853.00 with 10% retainage. No action was taken as the Board had previously approved payment contingent on SDE's final inspection and acceptance of work.

Codification Update

Solar Ordinance

Fee-In-Lieu SALDO and Resolution

Warehouse Ordinance

The Board requested an additional month to review the draft ordinances.

Manheim Road Bypass Storm Connection

Mr. Moyer noted that SDE was unable to complete the bid documents for advertisement, and that it is now anticipated for the project bids to be opened at the August 2024 meeting.

Professional Services Agreement

Greenview Development

Forino, SDE, Matt Rossi and Township representatives met on 06-18-2024 to discuss the development plans of Greenview Village. It was noted that the contractor would be or has already reached out to Schuylkill Haven and Orwigsburg to discuss public sewer for the proposed 250 townhomes.

Miller Bros

Miller Bros has submitted a PSA for the former Days Inn property proposed development and a meeting will be scheduled with SDE, Koch & Koch and Township representatives.

Berks Homes Developer, Seiders Hill Ph 3

Mr. Moyer reviewed the status of the Seiders Hill plan, noting that the Board agreed to the names of Quirk Drive and Sajer Road, with official action needing to be taken. In addition, he reviewed the Sewage Facilities Planning Module Component 3 recommending the Board take action to approve the module as presented.

NORTH MANHEIM TOWNSHIP
BOARD OF SUPERVISORS

July 2, 2024
7:00 p.m.

William P. Webber made a motion to approve the road names Quirk Drive and Sajer Road for the Seiders Hill Ph 3 LDP; seconded by William G. Searle. All members voted aye.

Resolution 9-2024

William P. Webber made a motion to adopt Resolution 9-2024 pertaining to the Sewage Facilities Planning Module Component 3 for Seiders Hill Ph 3 LDP; seconded by William G. Searle. All members voted aye.

Mr. Koch took a moment to review the draft HOA Declarations and Maintenance and Improvements Agreement. The draft HOA document has incomplete items that will need to be completed for a final review and language added to state that the Township will not be obligated to take over the HOA at any time. Mr. Koch noted that the Maintenance and Improvements agreement has language to address the fee-in-lieu as previously agreed with the developer for \$1,000 per lot for a total of \$33,000.

**New Leaf Energy Solar Array
Sheetz Rebuild**

Mr. Moyer informed the Board that June’s Planning Commission meeting had been rescheduled to July 3, 2024 at 6 p.m. All matters on the agenda will be reviewed at the rescheduled meeting, with Sheetz requesting to be placed on the PC Agenda for July 18, 2024.

RWB Zoning Hearing Appeal – No new updates at this time.

Complaints

Mr. Moyer reviewed the status of the complaints and violations with the Board noting that SDE has filed the citation at the Magistrate for the property at S Greenview and that violation at the property at Gracy Road has been resolved.

ROADMASTER

Monthly Work Report

The monthly Roadmaster work report for the past month was presented to the Board. There were no questions or comments.

Briar Arch

Mr. Spotts informed the Board that they have been clearing the brush at Briar and Memorial Arches in anticipation of an inspection, and that there are trees too large for the Township Road Crew to safely remove. Presented to the Board was a quote from Jack & Jill Tree Service with a price of \$5,075 to take down the trees and leave them behind, or a price of \$8,150 to take down and remove the debris. The Board requested that Mr. Spotts get additional quotes.

SOLICITOR REPORT - All matters previously discussed.

TREASURERS REPORT

Township Balance Sheet & Approval of Bills

The Board reviewed the Treasurer’s Report for the period ending June 30, 2024, as presented, showing the following Township funds:

General Funds on Deposit at Tompkins Community Bank:		\$811,343.22
MMA	567,953.38	
Checking	242,898.09	
Escrow	491.75	
Special Funds	0	
General Funds at Mauch Chunk Trust Co.:		\$328,678.68

NORTH MANHEIM TOWNSHIP

BOARD OF SUPERVISORS

July 2, 2024

7:00 p.m.

MMA & Checking -CLOSED	0	
CD	328,678.68	
General Funds at PLGIT		\$2,451,045.19
Class (MMA)	286,261.21	
Reserve Class	1,428,214.71	
CD #1 (Matures 09-06-2024)	247,173.74	
CD #2 (Matures 10-28-2024)	245,233.60	
CD #3 (Matures 11-27-2024)	244,161.93	
TERM (Matured 06-28-2024)	0	
Total balance of all available General Fund accounts:		\$3,591,067.09
State Liquid Fuel Fund balance at Tompkins Community Bank:		\$185,697.66
Checking	185,697.66	
PIB Account	0*	
* PIB loan/liability of \$750,000 along with interest earned		
Total balance of all available funds as of June 30, 2024:		\$3,776,764.75
Developer Escrow Funds at Tompkins Community Bank:		\$162,251.26

Township bills presented for review and approval were drawn on General Fund debits from 06/05/2024 through 07/02/24 and with General Fund check numbers 38399 through 38414.

The Board reviewed the Treasurer's Report for the period ending June 30, 2024, as presented, showing the following Sunnyside HOA funds:

General Funds on Deposit at Tompkins Community Bank:		\$74,845.98
MMA	25,313.05	
Checking	47,532.93	

Sunnyside HOA bills presented for review and approval were drawn on General Fund debits with General Fund check numbers 1253 through 1255.

It was also noted that interest may not have yet been posted for all accounts.

William Webber made a motion to accept the Treasurer's Report as of June 30, 2024, and approve the bills for payment from the Township General Fund and Sunnyside HOA General Fund as presented; seconded by William G. Searle III. All members voted aye.

BMRC REPORT - No new matters.

COG REPORT - No new matters.

HAVEN AREA UNIFIED

Ms. Stump briefly reviewed the revitalization areas they are focusing with the first phase consisting of the downtown area of Schuylkill Haven as Wayne, North Manheim, and South Manheim Township lack downtown areas and large part of their communities attend Schuylkill Haven events. They will incorporate areas of interest in the Townships as they move forward.

NEW BUSINESS

Board of Supervisors Meetings

William P. Webber made a motion to reschedule the monthly meeting on September 3, 2024, and October 1, 2024 to September 10, 2024 and October 8, 2024 respectively at 4:30 p.m.; seconded by William G. Searle III. All members

voted aye.

Building Maintenance

Municipal Garage HVAC

Ms. Stump informed the Board that the Municipal Garage would need the HVAC system to be updated. Mr. Spotts reviewed the details noting the system is very old and they have had two recommendations to replace the system as opposed to repairing it. A quote from Stramm Heating & Cooling was presented in the amount of \$8,400.00 and a quote from Yost Mechanical has not been received yet. The Board requested that additional quotes be obtained and presented at the next meeting as the garage currently does not need heat and the office has a window air conditioner.

Hubric Resources

Ms. Stump presented the Board with a proposal in the amount of \$235/hr from Hubric Resources to review and update the Employee Policy, noting they anticipate it will take approximately 8-10 hours to complete as they are already familiar with the policy. Mr. Koch recommended the Board consider their proposal due to the number of changes to the policy over the years.

William P. Webber made a motion to accept the proposal from Hubric Resources to update the Township Employee Policy and Handbook at a cost of \$235/hr with it taking approximately 8-10 hours to complete; seconded by William G. Searle III. All members voted aye.

UNFINISHED BUSINESS

Appointment to Board Vacancy

William P. Webber made a motion to appoint Debra Gogno to the Planning Commission for the remainder of a 4-year term that expires December 31, 2024; seconded by William G. Searle III. All members voted aye.

CORRESPONDENCE

Ms. Stump reviewed the current correspondence.

EXECUTIVE SESSION – Nothing before the Board.

HEARING OF VISITORS – No additional comments.

ADJOURNMENT

There were no additional items or comments.

With no other business before the Board, William P. Webber made a motion to adjourn the meeting; seconded by William G. Searle III. All members voted aye. The Meeting was adjourned at 8:23 p.m.

Respectfully Submitted,



Tami M. Stump, Secretary